MANAWATŪ DISTRICT COUNCIL

VESTED ASSETS POLICY

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1 Purpose

1.1 The Manawatū District Council (the Council) regularly acquires infrastructure and community assets through subdivision, development, or community initiatives. Once vested, these assets become part of Council's asset base and require ongoing financial and operational stewardship.

1.2 The purpose of this policy is to establish a consistent and transparent framework for the assessment, acceptance, and management of assets proposed for vesting in Council ownership.

1.3 This policy aims to ensure that:

- Vested assets are strategically aligned and financially sustainable;
- Council and ratepayers are protected from unforeseen costs and obligations;
- Decisions are fiscally prudent, transparent, and in accordance with statutory requirements; and
- Asset-related decisions promote long-term community benefit.

2 Policy Context

2.1 Council's asset base is built and maintained through a range of mechanisms, including the vesting of new assets by developers, community organisations, or other external parties. These assets contribute significantly to the district's infrastructure and community networks but can also introduce long-term financial and operational commitments.

2.2 In some cases, proposals to vest assets are presented after key design or funding decisions have already been made by the applicant. This can constrain Council's ability to influence outcomes and make fully informed decisions about long-term ownership and maintenance.

2.3 Council therefore requires early engagement. Proposals to vest assets must be made before design, fundraising, or construction begins. This allows Council to evaluate alignment with its Long-Term Plan (LTP), Asset Management Plans (AMPs), and other strategic priorities.

2.4 Council recognises that decisions relating to vested assets may also carry political, reputational, and relational implications. These decisions must balance community goodwill and strategic opportunity against financial prudence, statutory obligations, and operational capacity.

2.5 Two distinct asset types give rise to this policy. In the case of infrastructure assets, these are typically acquired through subdivision development via conditions on the consent. Assets must be constructed in accordance with Council's Engineering Standards for Land Development. The challenge lies in ensuring that all vested roading assets meet Council's requirements and integrate effectively with the existing network.

2.6 For community assets, proposals can vary significantly in type, scale, and function. Requests to vest community assets often originate from community groups before Council has had the opportunity to consider strategic alignment or has sufficient information on ongoing operational costs to make an informed decision on whether or not to accept the asset. Council may feel obligated to accept such proposals, particularly if the proposing party has already secured third party funding.

2.7 There can also be uncertainty regarding whether Council must retain and maintain a vested asset indefinitely, or can divest of a vested asset that is surplus to requirements. Related guidance on these matters is provided in both Council's Divestment Policy and Road Stopping Policy.

3 Scope

3.1 This policy applies to all assets vested in, and gifted to Council, including but not limited to land, infrastructure, buildings, community amenities, equipment and other resources (see Section 5 for key definitions).

3.2 This policy applies to assets developed on both:

- Council-owned land, where the assets are integrated into publicly accessible areas and typically form part of the district's core infrastructure or community amenities; and
- Privately-owned land, where the assets are constructed as part of a development and later vested to Council, often requiring ongoing access arrangements such as easements to facilitate maintenance and long-term operation.

3.3 For clarity, this policy applies to all assets proposed to be transferred into Council ownership, regardless of whether that transfer occurs through statutory processes, development-related obligations, or voluntary transfer. For the purposes of this policy, the term "vesting" is used throughout to collectively describe all such transfers, including assets that may otherwise be described as "gifted".

3.4 This policy does not address the disposal or divestment of assets, or the stopping of roads. These matters are managed under both Council's Divestment Policy and Road Stopping Policy.

4 Policy Objectives

4.1 The objectives of this policy are to ensure that Council:

- applies a transparent and robust assessment process to accept or decline applications to vest assets in Council;
- is protected from unexpected liabilities, obligations or costs;
- ensures vested assets align with Council's strategic and financial priorities;
- considers economic, political, cultural, social, and environmental factors in decision making;

- meets statutory obligations under the Local Government Act 2002 and other relevant legislation; and
- recognises the potential for political and reputational sensitivity, referring proposals to the Executive Leadership Team (ELT) or Council as appropriate.

5 Definitions

5.1 The following definitions are relevant to this Policy. A full glossary of terms is provided in Appendix A.

Asset

5.2 An asset is a physical resource that is owned or controlled by Council, has a useful life of more than 12 months, and is expected to provide ongoing service potential or economic benefit to the community. For the purposes of this policy, an asset must have a fair value of at least $2,500 at the time of transfer to be recognised as a vested asset.

Community Assets

5.3 Community assets are resources owned by the Council for public enjoyment, use, wellbeing and benefit. For example: Feilding's clock tower, community barbecue amenities and community walkways.

Infrastructure Assets

5.4 Infrastructure assets are critical resources owned or controlled by the Council, supporting essential public services and infrastructure systems that are vital to the community well-being. For example: roading, footpaths, drinking water, waste water and storm water assets.

Non-Significant Assets

5.5 A non-significant asset has minimal impact on Council's strategic objectives, with lower financial, operational and compliance risks. However, these assets remain subject to principles of the International Infrastructure Management Manual (IIMM) and New Zealand legislation, including the Local Government Act 2002 (LGA 2002).

Significant Assets

5.6 For the purposes of this policy, an asset may be deemed "significant" where it is non-routine in nature and may materially impact Council's strategic direction, financial position, risk profile, or community relationships.

5.7 The significance of any decision relating to an asset will be assessed in accordance with Council's Significance and Engagement Policy.

5.8 Infrastructure assets delivered through subdivision or development consent conditions are assessed primarily as a regulatory and technical function arising from statutory obligations under the Resource Management Act 1991, including subdivision and development processes.

5.9 Infrastructure assets delivered through standard subdivision or development processes will not generally be considered significant in isolation, solely on the basis of financial value, scale, visibility, or network integration, provided they:

- Comply with Council's Engineering Standards for Land Development;

- Align with Council's Asset Management Plans, Development Contributions Policy or Long-Term Plan; and
- Do not introduce unplanned or exceptional risks, service level changes, or unbudgeted costs.

Such assets are routine network growth and may be accepted under officer delegation.

5.10 For consistency with Council's Significance and Engagement Policy, the designation of an asset as 'significant' should also consider the degree of public interest, long-term financial implications, service level impacts, and alignment with existing Council strategies and plans.

Vested Assets

5.11 Vested assets are resources transferred to Council by developers, community groups, or private donors, typically as part of community development or infrastructure projects. Assets may also transfer as an abandoned good upon termination or expiry of an existing Lease between Council as Lessor and a tenant, or as part of a ground lease when receiving buildings as a vested asset on Council land.

6 Policy Principles

6.1 Council will apply the following principles when assessing proposals to vest assets:

- Strategic alignment: Proposals must demonstrate alignment with Council's Long-Term Plan, Asset Management Plans, and relevant strategic documents.
- Early engagement: In-principle support must be sought prior to design, fundraising, or construction commences. Proposals received after development has commenced may not be accepted.
- Technical and legal compliance: All assets must meet applicable technical standards and legislative requirements, including the Resource Management Act 1991, Building Act 2004, and Council's Engineering Standards for Land Development.
- Financial sustainability: The full lifecycle costs of the asset, including maintenance, renewal, replacement, insurance, and potential removal, must be clearly identified and sustainable within Council's financial planning frameworks.
- Risk and significance assessment: Each proposal will be assessed for financial, operational, environmental, cultural, reputational, and political risks. Assets deemed significant or high risk must be referred to the Executive Leadership Team or Council for decision.
- Transparency and accountability: All decisions will be documented, communicated, and made in an open and equitable manner.

7 Applications for Asset Vesting

7.1 General Requirements

All proposals to vest assets must be made through a formal written proposal. Proposals must include sufficient technical, financial, and ownership information to enable a full assessment.

7.2 Infrastructure Assets

a. Overview

Infrastructure assets include roading, three waters (stormwater, wastewater, and water supply systems), and associated utilities.

b. Application Requirements

i. Proposals to vest infrastructure assets must be submitted before construction commences.
ii. All works must comply with Council's Engineering Standards for Land Development and other relevant technical requirements.

c. Assessment Information Requirements

i. Developers must provide a complete Schedule of Assets and all as-built documentation before Section 224(c) sign-off under the Resource Management Act 1991.
ii. Council officers will inspect and review infrastructure assets during development and prior to final acceptance to ensure compliance.

d. Strategic, Environmental, and Cultural considerations

i. Infrastructure assets will be assessed for alignment with Council's Long-Term Plan, Asset Management Plans, and relevant strategies.
ii. Environmental and cultural implications will be considered, and Council will consult mana whenua where relevant, in accordance with the Te Kīwai o te Kete Policy.

e. Council Acceptance

i. Final acceptance is subject to assets meeting all compliance and documentation requirements.
ii. Once accepted, infrastructure assets will be recorded in Council's Asset Management Information System and maintained in accordance with Council's standard maintenance programmes.

7.3 Community Assets

a. Overview

Community assets may include buildings, artworks, walkways, public amenities, or other facilities developed by individuals or groups for public wellbeing, enjoyment, use and benefit. These assets are often vested in Council through voluntary transfer. As with all vesting scenarios, Council is under no obligation to accept ownership or ongoing responsibility. An asset only becomes vested once Council has formally agreed to accept it.

b. Application Requirements

i. All proposals must be submitted in writing before detailed design, fundraising, or construction commences.

ii. Applicants must not assume Council acceptance, regardless of external funding commitments or stakeholder expectations.

c. Assessment Information Requirements

Applicants must provide:

i. Evidence of legal ownership.
ii. Confirmation that the proposed asset will comply with relevant design and construction standards.
iii. Anticipated long-term maintenance, renewal, and operational requirements.
iv. Any legal instruments necessary to secure access or enable Council maintenance (e.g., easements or licences).

d. Strategic, Environmental, and Cultural Considerations

i. Proposals must demonstrate alignment with Council's community outcomes, Long-Term Plan priorities, and financial capacity.
ii. Environmental and cultural impacts must be identified.
iii. Council will consult with mana whenua where relevant, in accordance with the Te Kīwai o te Kete Policy

e. Council Acceptance

i. Council retains full discretion to accept or decline any proposal to vest a community asset.
ii. Council may decline proposals that are financially unsustainable, operationally impractical, inconsistent with priorities, or likely to create long-term liabilities.
iii. Council is not obligated to accept assets funded or co-funded through Council grant schemes or contestable funding programmes.

All proposals received under Section 7 will be assessed in accordance with the criteria and processes outlined in Section 8.

8 Assessment and Decision-Making

8.1 Assessment Approach

- Proposals to vest assets in Council ownership will be assessed in accordance with the principles set out in this policy.
- Infrastructure assets delivered through subdivision or development consent conditions are assessed primarily on technical compliance and network integration.
- Community assets are assessed primarily on strategic alignment, discretionary long-term community benefit, and financial sustainability.
- The relevant Activity Manager will coordinate the assessment of proposals and may seek input from relevant internal staff, including Finance, Infrastructure, Parks and Property, Strategy, and Planning.

8.2 Assessment Criteria

- Each proposal will be assessed against the following criteria:

- Strategic and financial alignment – whether the asset aligns with Council's Long-Term Plan, Asset Management Plans, Development Contributions Policy, and other relevant strategies;
- Compliance and technical quality – whether the asset meets applicable legislative requirements, technical standards, and design specifications;
- Risk, significance, and community impact – including financial, operational, reputational, environmental, cultural, and political considerations; and
- Cultural, political, and environmental considerations – including engagement with mana whenua where relevant.

8.3 Referral to ELT or Council

- Where a proposed asset:
  - Is of non-routine character;
  - Introduces unplanned long-term costs or obligations;
  - Is politically or reputationally sensitive; or
  - Requires public engagement under Council's Significance and Engagement Policy,

  the proposal may be referred to the Executive Leadership Team (ELT or Council for consideration.

8.4 Delegated Acceptance: Infrastructure Assets

- Infrastructure Assets may be accepted under officer delegation and do not require referral to ELT or Council solely due to their financial value or scale, provided the asset:
  - Is delivered through subdivision or resource consent conditions;
  - Is within the scope of Council's Asset Management Plans and Development Contributions Policy; and
  - Does not create additional unbudgeted funding requirements or introduce exceptional risk.

8.5 Escalation Criteria for Infrastructure Assets

- Referral to ELT or Council for infrastructure vesting will occur where:
  - The asset creates an ongoing unbudgeted operational or renewal liability outside planned growth;
  - The asset changes adopted levels of service; or
  - There is material reputational, statutory, or legal risk.

8.6 Decision Notification

- Council's decision will be documented and communicated in writing to the applicant.
- Acceptance may be conditional upon meeting specified requirements, including but not limited to:

- Confirmation of external funding,
- Completion of remedial work, or
- Provision of additional documentation or legal arrangements.

9 Management of Vested Assets

9.1 Once vested, the asset becomes Council property and is managed in accordance with Council's statutory and policy framework. Council retains discretion over future decisions relating to the asset and is not required to consult with the original donor or applicant unless required by law or formal agreement.

9.2 Asset management

- **Infrastructure Assets** will be maintained in accordance with Council's operational, maintenance, and renewal programmes.
- **Community Assets** Community assets will be managed in line with Council's property and community facilities frameworks.

9.3 Engagement with iwi and hapū will occur where an asset has cultural or heritage significance, in accordance with Te Kīwai o te Kete Policy.

9.4 Any proposal to alter, repurpose, or dispose of a vested asset will be assessed in accordance with Council's Significance and Engagement Policy and Divestment Policy, including an assessment of whether the decision itself is significant.

10 Financial and Legal Management

10.1 As part of the asset acquisition and approval process, Council will assess the potential impact of accepting vested assets on future budgets. Decisions on whether, and to what extent, budgets for maintenance, renewals, or upgrades are included in the Long-Term Plan or Annual Plan remain at the discretion of Council.

10.2 Council will:

- Audit and report on vested assets as part of standard financial practices.
- Review all deeds and legal documentation to confirm ownership and compliance; and
- Ensure asset transfers and related documents are appropriately authorised and retained.

11 Recognition and Acknowledgement

11.1 Requests for donor or public recognition must be included as part of the initial proposal.

11.2 Recognition may include signage, plaques, or naming rights and must comply with Council's design, wording, and placement standards.

11.3 Recognition will generally be approved for a term of up to ten years, after which Council may review, renew, or remove the recognition at its discretion.

11.4 Further details are set out in Appendix B – Recognition Guidelines.

12 Delegations

12.1 The Chief Executive and authorised officers have delegated authority to accept vested infrastructure assets that meet the criteria set out in Section 8 (Infrastructure Assets – Delegated Acceptance).

12.2 Council approval is not required for infrastructure assets solely on the basis of their fair value, unless there are extraordinary financial, political or reputational implications.

12.3 Non-significant vested assets may be approved by the Chief Executive or delegated officers within their financial authority.

12.4 Community assets or non-standard proposals with strategic, reputational, or cultural sensitivity may still be referred to Council or ELT as appropriate.

12.5 Proposals with reputational or political sensitivity may be reviewed by the Executive Leadership Team prior to referral to Council.

13 Review

13.1 This policy will be reviewed at least once every three years, or earlier if required by changes to legislation, Council's Long-Term Plan, or related strategies.

13.2 Asset acceptance procedures may be audited periodically to ensure compliance and continuous improvement.

Appendices

Appendix A – Glossary of Terms

Appendix B – Recognition Guidelines

Appendix C – Guide for Vesting Community Assets

Appendix D – Guide for Vesting Infrastructure Assets

Appendix E – Asset Acceptance Process Community Flow Chart

Appendix A: Glossary of Terms

Term	Definition
Asset Acceptance	The formal process by which MDC agrees to take over ownership and responsibility for new infrastructure following satisfactory completion and compliance checks.
Asset Management Information System	Database for recording Utility assets, Community Assets and Roading Assets vested through external land development and other means.
Council	Refers to the Manawatū District Council (MDC), including its staff and delegated authorities.
Council-Owned Land	Land that is legally owned by the Manawatū District Council, including roads, reserves, and public open spaces.
Deed	A legal document outlining terms of an asset transfer or agreement.
International Infrastructure Management Manual (IIM)	The IIM provides guidelines to utilities- and infrastructure owners about how to manage infrastructure assets effective over their lifecycle. For example, the IIM highlights the need for a structured approach to managing significant assets to optimise lifecycle performance, mitigate risk, and enhance service delivery.
ISO 55000	An international standard designed to provide a structured framework for effective asset management.
ISO 55000/1	Specifies the requirements for establishing, implementing, maintaining, and improving an asset management system.
Privately Owned Land	Land that remains in private ownership, including land within subdivisions, lifestyle blocks, or commercial developments where assets may be vested in Council but the underlying land is not.
Schedule of Assets	The Schedule of Assets is a critical component in the subdivision development process. It facilitates the formal transfer of infrastructure and land assets from a developer to the Manawatū District Council under Section 224(c) of the Resource Management Act 1991. The Schedule of Assets typically includes: • A complete itemised list of assets, such as: o Roads o Stormwater infrastructure o Wastewater and water reticulation o Pump stations o Reserves or land parcels to be vested • Asset valuations, stating the monetary value of each item. • Supporting documentation, such as: o RAMM (Road Assessment and Maintenance Management) data o As-built plans o Invoices or cost summaries o Survey information including invert levels

	Infrastructure or property transferred into the ownership and ongoing responsibility of Manawatu District Council upon completion and approval of, for example, a development. Vested assets may include community assets (parks, buildings, public art, walkways, community utilities) or infrastructure assets (roads, stormwater networks, wastewater facilities, utilities). These are intended for public use, contributing to the social, cultural and environmental wellbeing of the community.

Appendix B: Recognition Guidelines

1. Purpose

This appendix sets out the expectations, conditions and standards for public recognition associated with vested assets, including signage and other forms of acknowledgements.

2. Recognition Proposal Requirements

a. Any request for recognition must be submitted in writing at the time of the initial proposal to vest the asset.
b. Proposals should outline the preferred wording, design, materials, size and location of signage or commemorative features.
c. Council reserves the right to modify or decline any recognition proposal that does not align with Council standards, policies or community expectations.

3. Recognition Design Standards

a. Signs must be durable, weather-resistant and require minimal maintenance.

4. Duration and Maintenance

a. Recognition signage will be approved for a specific term, generally up to 10 years unless otherwise agreed.
b. At the end of the recognition term, Council will determine whether to renew, remove, or replace the signage.
c. The donor may be required to contribute to the cost of fabrication, installation or maintenance of signage.

5. Council Discretion

a. Council retains the discretion to remove or relocate recognition signage at any time, particularly if the signage becomes damaged, redundant or conflicts with new developments or community interests.
b. Any changes to agreed recognition will be communicated to the original donor where practicable.

6. Heritage and Cultural Significance

Where an asset is significant to iwi, Council will engage with mana whenua and apply Te Kīwai o te Kete prior to approving recognition wording or placement.

Appendix C: Application Guide for Vesting Community Assets

Purpose of this Guidance

This guidance explains how community groups, organisations, and individuals can apply to vest a community asset in the Manawatū District Council (the Council).

Vested community assets, such as buildings, public artworks, walkways, and other community amenities become part of the Council's asset base and are maintained for public benefit.

This process ensures that any asset accepted by Council is financially sustainable, strategically aligned, and meets technical, cultural, and environmental standards.

Overview of the Process

The process for vesting a community asset with Council involves five key stages.

- Pre-Application Engagement
- Formal Application Submission
- Initial Assessment
- Decision-Making and Consultation
- Notification of Decision

1. Pre-Application Engagement

Council encourages all prospective applicants to engage early — ideally before the concept or fundraising stage.

Early engagement provides an opportunity to:

- Discuss whether the project aligns with Council's strategic priorities and community outcomes;
- Understand technical and financial expectations; and
- Clarify that Council retains discretion to accept or decline a proposal to vest an asset.

Early discussions help identify any potential design, ownership, or operational issues before costs are committed or designs are finalised.

2. Formal Application Submission

All proposals to vest a community asset must be made in writing, using the Vested Asset Proposal Form.

Applications should include:

- A clear description and purpose of the proposed asset;
- Concept plans, site information, and ownership details;
- Estimated construction cost and expected lifecycle costs (maintenance, renewal, replacement);
- Any external or third-party funding sources; and
- Details of any recognition or naming requests (e.g., plaques or signage).

Applications should be submitted before the detailed design or construction stage. Proposals received after construction has commenced may not be accepted.

After receiving the application, Council will acknowledge it in writing and outline the next steps in the process.

3. Initial Assessment

The Activity Manager will coordinate an assessment of the application, seeking input from relevant teams across Council.

The assessment will consider the following key factors:

- **Strategic Alignment:** Does the proposal support Council's Long-Term Plan (LTP), Asset Management Plans (AMPs), or other strategic documents?
- **Risk and Significance:** Are there financial, operational, reputational, or cultural risks? Council will determine whether the proposal is "significant" under the Significance and Engagement Policy, which may require public consultation.
- **Technical and Legal Compliance:** Does the asset meet all relevant legal, design, and building requirements (e.g., Building Act 2004, Resource Management Act 1991, and Council's Engineering Standards for Land Development)?
- **Financial Sustainability:** Can the ongoing maintenance, renewal, and operational costs be sustained by Council? Does the proposal include a full whole-of-life cost assessment?
- **Environmental and Cultural Impacts:** Have potential environmental or cultural impacts been identified and addressed? Council will consult with the Principal Advisor – Māori and, where appropriate, with mana whenua.
- **Community Benefit:** What value does the asset provide to the wider community, and how does it align with Council's community outcomes?

If the asset is on private land, the proposal must include appropriate legal instruments, such as easements or licences to occupy to ensure long-term access and maintenance rights.

The applicant is responsible for all legal and administrative costs associated with establishing these arrangements.

4. Decision-Making and Consultation

Council's decision on whether to accept a community asset depends on its significance, financial implications, and public interest.

- Significant or high-value proposals will be referred to Council for decision and may require public consultation under the Significance and Engagement Policy.
- Non-significant proposals may be approved by the Chief Executive or delegated officers within their financial authority.

Where risks or uncertainties are identified, proposals are escalated to a higher level of delegation. If a proposal is controversial or high risk, it will be reviewed by the Executive Leadership Team (ELT) before a decision is made.

Note: Council may impose conditions of acceptance, such as time limits, funding confirmation, or specific maintenance requirements.

Council may decline a proposal that is financially unsustainable, inconsistent with Council's strategic direction, or operationally impractical.

Council is not obligated to accept assets that have been funded or co-funded through Council's own community grants or contestable funding schemes.

5. Notification of Decision

Council will provide a written response to the applicant, confirming whether the asset has been accepted or declined. Notification may be made by letter or email.

If the proposal is accepted, the notification will outline any conditions, such as:

- Confirmation of external funding by a specified date;
- Design or compliance amendments before construction;
- Terms for public recognition or naming; and
- Any time-bound conditions for project delivery.

If the proposal is declined, Council is not required to provide detailed reasons but will confirm that the decision has been made in accordance with Council's policy and procedures.

Appendix D: Application Guide for Vesting Infrastructure Assets

Purpose of this Guidance

This guidance explains the process for developers who are seeking to vest infrastructure assets (such as roads, water, wastewater, or stormwater systems) in the Manawatū District Council.

It outlines each stage of the process, from pre-application discussions through to the final Section 224(c) sign-off and transfer of ownership.

The goal is to ensure that all assets vested in Council are designed, constructed, and documented to meet Council's technical, legal, and quality standards.

Overview of the Process

Vesting infrastructure assets through a subdivision or development involves six key steps:

1. Pre-Application Stage
2. Resource Consent Approval
3. Development Stage
4. Submission of Section 224(c) Application
5. Final Inspections and Sign-Off
6. Completion and Vesting

1. Pre-Application Engagement

A pre-application meeting may be held with Council officers to confirm whether any assets within the proposed development will be vested in Council, for example, roads or three-waters infrastructure.

If a pre-application meeting is not held, Council will clarify vesting requirements during the consent assessment process. This may occur through a Section 92 request for information under the Resource Management Act 1991.

Early discussions help identify design expectations, engineering standards, and documentation requirements before lodging your application.

2. Resource Consent Approval

Council processes the subdivision application under the Resource Management Act 1991. Where relevant, conditions of consent will specify which infrastructure or land is to be vested in Council. Examples include:

- "Lot X to be vested as road."
- "Lot Y to be vested as local purpose reserve."

Infrastructure must be designed and constructed in accordance with Manawatū District Council's Engineering Standards for Land Development.

A Schedule of Assets must also be completed and submitted before Section 224(c) approval. This schedule forms part of the consent requirements.

3. Development Stage

During construction, Council officers will carry out inspections at designated hold points, as outlined in the Engineering Standards.

Developers must ensure as-built drawings are kept up to date and accurately reflect all installed infrastructure (for example, pipe lengths, materials, and locations).

Regular communication with Council's Land Development team is encouraged throughout construction to help avoid delays or rework.

4. Submission of Section 224(c) Application

When construction is complete, the developer must submit a formal **Section 224(c)** application to Council. This application must include:

- The Final Schedule of Assets, fully itemised and costed;
- The developer or agent's signature confirming accuracy; and
- As-built details that match the approved plans (pipe materials, dimensions, and quantities).

Note: Applications that are incomplete or missing documentation cannot be processed until all required information is provided.

5. Final Inspections and Sign-Off

A final inspection is undertaken by Council's Roading, Reticulation, and Land Development officers to verify that all works meet consent and engineering requirements.

The Land Development team confirms that the Section 224 checklist has been fully satisfied.

Once verified, the Land Development team will:

- Forward as-built information to the Infrastructure Support team; and
- Forward the Schedule of Assets to the Infrastructure Accountant for valuation and inclusion in Council's asset register.

6. Completion and Vesting

Once all documentation has been reviewed and approved:

- The Section 224(c) certificate is signed by Council.
- The relevant infrastructure and land are officially vested in Council.
- Council assumes ongoing operation, maintenance, and renewal responsibilities for the asset.

Appendix E: Asset Acceptance Process, Community